

Office of the Sheriff
Somerset County, Maryland

General Order: 1-14-05

Effective Date: April 1, 2017

Revised Date: March 21, 2017

Chapter 8
Section 1
Employee Leave Benefits

1. Policy of Chapter

- A. To establish a policy for granting Sick Leave, Leave Without Pay, Annual Leave Personal Leave, Military Leave, Family and Medical Leave Act, and Temporary Modified-Duty Assignments.
- B. This Policy will establish guidelines for granting and using leave.

2. Eligibility

- A. Sick leave is used for the purpose of protecting against loss of salary when illness makes it impossible for an Employee to work. This leave is not annual/vacation leave or intended to be used for purposes other than those identified in this policy.
- B. Part time Employees are not eligible to earn sick leave.
- C. A Probationary Employee will be granted sick leave if the Employee presents a physician's note attesting to the necessity of a medical visit and the necessity for the Employee to miss work.

3. Full Time Employees

- A. Eligible full-time Employees earn 6.64 hours sick leave monthly, beginning on the employment entry date.
- B. Sick leave hours will not be granted for months in which the Employee:
 - 1) Has been absent without pay for 3 or more work days;
 - 2) Is on approved absence without pay for 3 or more work days; or
 - 3) Is receiving long-term disability benefits in lieu of pay.

- C. Accumulation of sick leave is unlimited.
 - 1) Unused sick leave may be accumulated and upon retirement, an Employee shall be credited with 1 month of service for every 22 days of accumulated unused sick leave.

4. Verification

- A. If an Employee suffers any illness causing an absence of any (3) consecutive working days, the Employee must present a medical certificate signed by a duly licensed physician or other medical practitioner verifying the period of illness.
- B. At the discretion of the Sheriff or his or her authorized designee(s) (and upon written notice to the Employee, a physician's certificate may be required for any and all requests for sick leave.
- C. The decision to require a physician's certificate for all sick leave requests shall be based in part upon the Employee's past history of sick leave usage.

5. Maternity Leave

- A. Annual Leave, Sick Leave, Personal Leave, or Compensatory Leave may be used for Maternity Leave.
- B. FMLA provisions may apply to absence(s) due to maternity.

6. Leave Without Pay

- A. Any Employee who has used all accumulated sick leave may use accumulated annual leave with approval of the Sheriff in the case of illness, and once annual leave is exhausted, may apply for leave without pay for a period not to exceed 1 year. If an employee is not able to return to full duty after a year, his/her employment may be terminated in a non-disciplinary fashion.

7. Death in Employee's Immediate Family

- A. Absence for a maximum of (3) days of sick leave may be used upon notification of a death in the Employee's immediate family.
- B. Immediate family includes the following:
 - 1) Spouse;
 - 2) Children;
 - 3) Parents of Employee or Spouse or others who took place of parents;
 - 4) Brothers;

- 5) Sisters; and
- 6) Grandparents of Employee
- C. A maximum of (1) day of sick leave may be used in the event of death of one of the following relatives:
 - 1) Grandchild of Employee or spouse;
 - 2) Grandparents of Employee's spouse;
 - 3) Aunts/Uncles of Employee or spouse;
 - 4) Nephews/Nieces of Employee of spouse; or
 - 5) Sons/daughters in Law of Employee or spouse.
- D. If additional time is required by an Employee, the Employee may request to use annual leave.
- E. In the event of death of a friend, the Employee may request to use a maximum of (1) day of annual leave.

8. Anticipated Sick Leave

- A. Sick leave may be advanced to any Employee, who has exhausted other leave up to (30) working days in a fiscal year, for serious illness when the need is anticipated and upon approval of the Sheriff or his or her authorized designee(s) under the conditions outlined below. Such leave may be designated as FMLA leave.

B. Eligibility:

- 1) Only Employees who have completed an entry-level probationary period are eligible for anticipated sick leave.
- 2) Employees, who are not required to serve an entry-level probationary period, in order to be eligible, must have an amount of service equivalent to the period required to complete a probationary period, generally 12 months.
- 3) Anticipated sick leave will not be granted if the Employee is entitled to Worker's Compensation benefits.
- 4) Anticipated sick leave will be available, on a pro rate basis at a rate of (10) work days for each year of completed service, up to a maximum of (30) days of advanced sick leave per year.
- 5) An Employee is not entitled to additional advanced sick leave until his/her sick leave, vacation, personal, and compensatory leave balances are zero (0), except in those cases where the maximum amount of advanced sick leave had not been requested and additional sick leave, consecutive to that already granted, is needed to cover the Employee's continued absence arising out of the original illness.
- 6) One half of all monthly sick leave and vacation hours accrued must be applied to the repayment of the Employee's advanced leave once the employee returns to work. Upon repayment of all advanced leave, the Employee shall be credited with earned leave as applicable.

9. Sick Leave Use While on Annual Leave

- A. When an eligible Employee is taking annual leave and becomes ill or incapacitated, sick leave, if available, will be charged instead of annual leave so long as the Employee furnishes a medical note verifying the illness and duration thereof.

10. Notification

- A. Each Employee shall report sick leave at the earliest opportunity prior to the commencement of his or her next shift.
- B. The Employee reporting off- duty on sick leave shall contact his or her supervisor and request that a SCSO Form 19 be completed.
- C. Unless the Employee is off for an extended period of time, no other forms in addition to SCSO Form 19 need to be submitted.

11. Accident and Sickness Report

- A. For each accident or illness that causes an Employee to be absent from duty for an extended period of time, he or she shall submit an accident and sickness report (SCSO Form 32) containing the following information:
 - 1) Name;
 - 2) Date and time of original notification;
 - 3) General nature of condition of injury or illness;
 - 4) Date and time the injury or illness occurred;
 - 5) Date of first sick leave taken;
 - 6) Duty Status at time of injury or illness;
 - 7) Name and address of physician;
 - 8) Signature of Deputy completing the report;
 - 9) Signature of Sheriff or his or her authorized designee(s); and
 - 10) If injury was work related, attach SCSO Form 100, On-Duty Injury or Illness.
- B. Responsibility for the submission of the required accident and sickness reports will be with the Employee's, unless he or she is unable to submit the reports personally.
- C. An Employee must submit an interval sickness and accident report (SCSO Form 32) as follows:
 - 1) In the event of a long term illness, the Employee will submit an Interval Sickness and Accident report every 15 days; or
 - 2) The Employee may request, and upon approval of the Sheriff or his designee, waive the 15 day requirement and submit the report on a monthly basis. Failure to submit the required reports or comply with any reasonable directive from SCSO will result in the denial of sick leave and its conversion to regular leave or leave without pay.

- D. A final Sickness and Accident report shall be submitted upon full recovery.
- E. An Employee shall not operate his or her assigned patrol vehicle while on sick leave.
- F. When an Employee is on sick leave for a period 10 days or more, the Employee's assigned patrol vehicle must be returned to SCSO.
- G. Upon returning to full duty, the Employee will be eligible to operate his or her assigned patrol vehicle.
- H. The Sheriff may, in his discretion, suspend the police powers of Employees who are on long-term sick leave and/or are not fit for duty.

12. Unauthorized/Abuse of Sick Leave

- A. Unauthorized/Abuse of Sick Leave includes but is not limited to:
 - 1) Abnormal usage, *e.g.*, frequent instances of sick leave for an unsubstantiated illness or injury without an apparent need for the care and treatment of a physician.
 - 2) Patterns of sick leave usage appear to circumvent the true intent of sick leave, *e.g.*, the use of sick leave to extend the Employee's other leave time, or to affect work schedule modifications; or
 - 3) Use of sick leave when the Employee is neither ill nor injured.

13. Enforcement

- A. Use of sick leave will be monitored by SCSO's sick leave coordinator.
- B. Employees shall not feign sickness/illness.
- C. Prior to administrative penalties, SCSO's sick leave coordinator will consult the Sheriff or his or her authorized designee(s) regarding sick leave verification as outlined in Section 4 above.
- D. The following administrative penalties shall be enforced for unauthorized or abuse of sick leave:
 - 1) Formal Counseling;
 - 2) Written Reprimand;
 - 3) Loss of leave;
 - 4) Suspension without pay; or
 - 5) Termination.

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Section 2 Annual Leave

1. Annual Leave

- A. Annual leave is considered work time and may only be used to the extent earned.
- B. With prior approval by the appropriate authority annual leave may be used for any purpose at any time.
- C. From the (1st) day through completion of the (5th) year of employment, the rate of earning is earn (10) days of annual leave for each year or 6.67 hours per month
 - 1) Probationary Employees must complete 6 months of employment before taking annual leave, but Probationary Employees accumulate leave starting at the hiring dates.
 - 2) An Employee who does not successfully complete the probationary period will not receive compensation for accumulated leave time.
- D. Upon start of the (6th) year through completion of the (10th) year of employment, Employees shall earn (15) days of annual leave for each year (or 10.00 hours per month) of employment.
 - 1) This may be taken as accumulated, with approval of the appropriate authority.
- E. Upon start of (11th) year though completion of the (19th) year of employment, the Employee shall earn (20) days of annual leave for each year (or 13.33 hours per month) of employment.
 - 1) This may be taken as accumulated, with approval of the appropriate authority.
- F. Upon start of the (20) year of employment the Employee shall earn (25) days of annual leave for each year (or 16.67 hours per month) of employment.
 - 1) This may be taken as accumulated, with approval of the appropriate authority.
- G. Annual leave is generally given at the convenience of the Employee; however, the needs of the employer must be considered as paramount.
- H. Annual leave may be accumulated to a maximum of (50) days or 400 hours into a new calendar year.
 - 1) There shall be no monetary allowance in lieu of annual leave.

- 2) In the event of death, resignation, or discharge of an eligible Employee, said Employee or his or her heirs shall be entitled to receive compensation for the accrued annual leave.

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Chapter 8
Section 3
Personal Leave

1. Personal Leave – Full time Employees

- A. Employees are entitled to 6 Personal Leave days per calendar year.
- B. Personal Leave may be taken with the approval of the appropriate authority.
- C. Newly hired Employees will receive 4 hours per month of Personal Leave for each remaining month from the Employee's hire date to the end of the calendar year.
- D. Any portion of a month is not used in the calculation of personal leave time.
- E. Personal Leave must be taken before December 31st of any calendar year.
- F. Upon termination from employment with SCSO the Employee is not entitled to compensation for unused Personal Leave.

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Chapter 8
Section 4
Military Leave

1. Military Leave - Training

- A. Members of the National Guard and/or Reserves of the Army, Navy, Marines, Air Force, and/or Coast Guard are entitled to a leave of absence for military training for a period of not more than 15 days annually without loss of pay or charge against any leave.
- B. A copy of the Employee's military orders must be submitted to his or her supervisor before military leave is granted.

2. Military Leave – Deployment

- A. Members of the armed forces who are deployed for active duty shall be entitled to any/all of the benefits provided by the Uniformed Soldiers and Sailors Employment Act. (USSERA)

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Chapter 8
Section 5
Pregnancy Leave

1. Purpose

The goal of this policy is to provide options which allow for an Employee who is pregnant to remain working in a full-time capacity and performing full-duty assignments, in combination with alternative duty assignments, for as long as reasonably possible. This policy seeks to establish a reasonable balance between a pregnant woman's right to work free from discrimination and to protect the property interest she has in her job while guarding against the risks inherent in the performance of her employment duties.

2. Policy

SCSO recognizes that a diverse workforce is a valuable asset and that trained and experienced female Employees are a critical resource. Pregnancy is a temporary physical condition, unique to women, which may or may not affect an Employee's ability to perform many of the usual duties of her job classification. This policy establishes procedures to modify full duty assignments and, when needed, provide temporary, alternative duty assignments to eligible pregnant Employees when they are unable to safely perform all of the essential functions of their normal assignments.

3. Procedure

A. General Guidelines

- 1) This policy applies to all female Employees officers who have successfully met entry-level probation requirements.
- 2) This policy is not intended to interfere with or diminish any rights or privileges to which an Employee may be entitled under federal, state or local law, any other SCSO policy or collective bargaining agreement.

- 3) If an Employee is unable to work in any capacity due to medical complications, existing leave policies will apply.

B. Notification Procedures

For public safety and management planning purposes, an Employee who becomes pregnant shall notify the Sheriff or his or her authorized designee(s) of the pregnancy immediately upon confirmation and decision to continue the pregnancy. Written documentation must be provided by a medical practitioner, including an anticipated due date, if possible. The Sheriff or his or her designee(s) should maintain this information as confidential, to the extent permitted and/or required by law. However, this information may also be provided to SCSO's chief medical officer and to SCSO personnel as necessary to comply with this policy

C. Full Duty Option

- 1) During a pregnancy, an Employee may be able to continue to work in her usual, full-duty assignment through approximately the 5th month of pregnancy. Employees must confer with their personal physicians and provide him/her with the SCSO's job description, which delineates the essential job functions of the Employee and a copy of this policy. Both the physician and the Employee are expected to consider the risks and benefits of remaining in a full-duty status. SCSO will not require an Employee to accept a Maternity Duty assignment at this stage or to take leave, absent a compelling medical or public safety reason. SCSO assumes no special responsibility for any medical risks associated with the pregnancy, whether or not they relate to the given duty assignment.
- 2) SCSO will make every reasonable effort to avoid assigning full-duty pregnant Employees to units in which the work involves the likelihood of encountering toxic chemicals, such as raids on clandestine drug labs or intensive traffic enforcement. Assignment of pregnant Employees to units in which the work involves a high likelihood of suffering trauma will also be avoided as much as reasonably possible.
- 3) During the Employee's pregnancy, SCSO should seek a temporary exemption from firearms qualification requirements, whether those requirements arise from State law or SCSO regulation. If an exemption is not available, SCSO shall arrange for alternative firearms qualification, such as providing non-toxic, lead-free ammunition, reducing exposure to noise and to toxic cleaning solvents. Simulation training and testing should be considered as a preferred alternative to live fire qualification, if reasonably available.
- 4) The need for uniform and equipment modifications during the pregnancy will be considered and accommodations should be made to the extent possible.

- 5) During the pregnancy, it may become necessary for SCSO to evaluate the employee's continuing ability to safely and effectively perform the essential functions of her position. In such case, the SCSO may consider whether the pregnancy creates an undue safety risk to the employee, co-workers and/or the public. The SCSO may consult with the SCSO's physician and/or the employee's physician in making this evaluation. If SCSO determines that the employee's condition unreasonably interferes with her ability to perform in a full-duty capacity, she may be reassigned to maternity duty, as described in Section 4. below. Absent unusual circumstances, the employee will not be required to take leave.

4. Maternity Duty

- 1) During a pregnancy, upon written recommendation of a physician, an Employee may request a temporary reassignment to alternative duty. This assignment is referred to as "Maternity Duty," and is an alternative to the Full Duty option described in Section 3-C. above. Generally, Maternity Duty will commence at some point during the 2nd trimester.

Maternity Duty will not include work that involves the likelihood of encountering toxic chemicals, such as raids on clandestine drug labs or intensive traffic enforcement, or work that involves a high likelihood of suffering trauma.

Absent specific medical considerations, Employees working Maternity Duty shall continue in a full-time working status. Consideration will be given to allowing for part-time assignments of Employees whose medical condition may warrant such accommodation.

The need for uniform and equipment modifications during Maternity Duty will be considered and accommodations should be made to the extent possible.

An Employee working in a Maternity Duty status may retain possession of a SCSO issued firearm. The qualification modifications described in Section 3-C above apply.

- 2) Maternity Duty – Defined

Maternity Duty may consist of, but is not limited to the following:

- 1) Non-hazardous assignments;
- 2) Writing police reports;
- 3) Operating a police radio;
- 4) Interviewing persons; and/or
- 5) Clerical functions.

Maternity Duty assignments should avoid the following:

- 6) Alternating shift work;
- 7) Defensive tactics or defensive tactics training;
- 8) Firearms training, except simulated training;
- 9) Patrol duties ;

- 10) Extensive exposure to automobile exhaust fumes such as may be experienced with intensive traffic control/toll plaza/tunnel duty;
 - 11) Standing for more than 30 minute intervals;
 - 12) Lifting of more than 25 pounds; and/or
 - 13) Exposure to high concentrations of toxins, chemical or infectious agents or controlled dangerous substances.
- 3) SCSO will consider any specific restrictions identified by the Employee's physician. Temporary reassignment of eligible pregnant members to Maternity Duty will be made consistent with the operational needs of SCSO.

5. Continuing Evaluation

- A. Any evaluation made by SCSO's medical advisor under this policy shall be limited to a review of the Employee's medical records, which must be provided by the Employee, and consultation with the Employee and/or her physician. SCSO's medical advisor will not routinely examine the Employee for pregnancy-related matters. In rare instances where medical records supplied by the pregnant Employee are deemed insufficient to make a determination as to duty assignment, SCSO's medical advisor may recommend that the pregnant Employee be examined by a board certified obstetrician-gynecologist.
- B. Pregnant Employees shall be permitted to work as long as they are able to perform their jobs, and will not be singled out for special procedures to determine their ability to work. If an Employee becomes unable to perform the functions of her Maternity Duty assignment, SCSO may require her to take leave, in compliance with the FMLA and other applicable law(s). If an Employee has been temporarily absent from work as a result of a pregnancy-related condition and then recovers, she shall not be required to remain on leave until the baby's birth.
- C. The Employee may elect to take such leave if medically warranted and in conformance with applicable SCSO regulations and procedures, and the pregnant Employee shall be treated the same as any other Employee voluntarily seeking leave and/or sick pay because of any other physical condition.

6. Return to Work After Maternity Leave

- A. SCSO's Responsibility. When an Employee returns to duty after an extended absence of 30 calendar days or more, the Employee's commanding officer shall meet with the Employee and conduct a reintegration interview. From that interview, a reorientation program shall be developed for the individual employee, if necessary, which takes into consideration the unique circumstances of the particular Employee. For example, an Employee returning from maternity leave may have been exempt from firearms qualification for approximately 1 year. In such cases, the Employee's reintegration program should include firearms training/qualification prior to being assigned to the field.

B. Employee's Responsibility. When an Employee who has been on an extended absence of 30 calendar days or longer due to pregnancy plans to return to work, she shall:

- 1) Request to meet with her immediate supervisor immediately upon returning to work;
- 2) Provide medical documentation of medical fitness for duty, subject to review by SCSO's medical advisor;
- 3) Assist her immediate supervisor in identifying her individual needs, which may or may not include accommodations needed for lactation, such as a private room, use of a refrigerator, and limiting exposure to toxic levels of heavy metals and other chemicals; and,
- 4) Accomplish all reintegration tasks as directed by her immediate supervisor.

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Chapter 8
Section 6
Temporary Modified-Duty Assignments

1. Purpose

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of Employees under federal or State law, County rules or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of SCSO to engage in a good faith, interactive process to consider reasonable accommodations for any Employee with a temporary or permanent disability that is protected under federal or State law.

2. Policy

Subject to operational considerations, SCSO may identify temporary modified-duty assignments for Employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the Employee to work, while providing SCSO with a productive Employee during the temporary period. However, there are no permanent modified-duty assignments in the SCSO.

3. General Considerations

- A. Priority consideration for temporary modified-duty assignments will be given to Employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Maryland Accessibility Code shall be treated equally, without regard to any preference for a work-related injury.

- B. Temporary modified-duty assignments are a management prerogative and not an Employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of SCSO. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and SCSO ability to perform in a modified-duty assignment. The employee must update SCSO of any developments with recovery from the restricting condition.
- C. The Sheriff or his or her authorized designee(s) may restrict Employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers. Temporary modified-duty assignments shall generally not exceed 6 months.

4. Procedures

- A. Employees may request a temporary modified-duty assignment for short-term injuries, illnesses or pregnancy.
- B. Employees seeking a temporary modified-duty assignment should submit a written request to their supervisors or his or her authorized designee(s). The request shall, as applicable, include a certification from the treating medical professional containing:
 - 1) An assessment of the nature and probable duration of the illness or injury;
 - 2) The prognosis for recovery;
 - 3) The nature and scope of limitations and/or work restrictions;
 - 4) A statement regarding any required workplace accommodations, mobility aids or medical devices; and
 - 5) A statement that the Employee can safely perform the duties of the temporary modified-duty assignment.
- C. The supervisor will make a recommendation through the chain of command to the Sheriff or his or her authorized designee(s) regarding the temporary modified-duty assignments that may be available based on the needs of SCSO and the limitations of the employee.

5. Accountability

- A. Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisor(s). Those assignments and schedules may be adjusted to accommodate SCSO operations and the Employee's medical appointments, as mutually agreed upon with the Employee's supervisor(s).

B. Employee Responsibilities

- 1) The responsibilities of Employees assigned to temporary modified-duty assignments shall include, but not be limited to:
 - a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisor(s);
 - b) Promptly notifying their supervisor(s) of any change in restrictions or limitations after each appointment with their treating medical professionals;
 - c) Communicating a status update to their supervisor(s) no less than once every 30 days while assigned to temporary-modified duty; and
 - d) Submitting a written status report to the Employee's supervisor(s) that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

C. Supervisor Responsibilities

- 1) The Employee's immediate supervisor(s) shall monitor and manage the work schedule of those assigned to temporary-modified duty.
- 2) The responsibilities of supervisor(s) shall include, but not be limited to:
 - a) Periodically apprising the Employee's supervisor(s) of the status and performance of employees assigned to temporary modified duty;
 - b) Notifying the Employee's supervisor(s) and ensuring that the required documentation facilitating a return to full duty is received from the employee; and
 - c) Ensuring that Employees returning to full duty have completed any required training and certification.

6. Miscellaneous

A. Medical Examinations

Prior to returning to full-duty status, Employees shall be required to provide certification from their treating medical professional(s) stating that they are medically cleared to perform the essential functions of their job without restrictions or limitations. SCSO may require a fitness-for-duty examination prior to returning an Employee to full-duty status, in accordance with the Fitness for Duty Policy.

B. Pregnancy

If an Employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the Employee will be treated the same as any other temporarily disabled Employee (42 USC § 2000e(k)). A pregnant Employee shall not be involuntarily transferred to a temporary modified-duty assignment.

Notification

- i. Pregnant Employees shall notify their immediate supervisor(s) as soon as practicable and provide a statement from their medical provider(s) identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the SCSO's personnel rules and regulations.

C. Reasonable Accommodation

An Employee temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition may request a reasonable accommodation including:

- 1) Changing job duties;
- 2) Changing work hours;
- 3) Relocation;
- 4) Providing mechanical or electrical aids;
- 5) Transfers to less strenuous or less hazardous positions; and
- 6) Providing leave (Md. Ann. Code State Government Article §§ 20-609)

SCSO will explore all possible means of providing the reasonable accommodation and may require certification from an Employee's health care provider(s) regarding the medical advisability of a reasonable accommodation to the same extent certification is required for other temporary disabilities. The certification shall include:

- 1) Date a reasonable accommodation is medically advisable;
- 2) Probable duration; and
- 3) Explanation as to the medical advisability of the reasonable accommodation.

D. Probationary Employees

Probationary Employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

E. Maintenance of Certification and Training

Employees assigned to temporary modified-duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

7. Revised Date

- A. General Order 01-14-05 dated April 1, 2017, has been revised.
- B. Revisions become effective April 1, 2017.

Ronald Howard

Sheriff
Somerset County, Maryland